**Executive Internship Syllabus**

**Fall 2012-**

# General Course Information

Course Title: Executive Internship

Department: CEC Middle College of Denver

Grade Level : 12

Credits per semester: 5-15

Credit Area: Elective

Duration: 1-2 semesters

Special Grading: none

Prerequisites: None

Fees and Materials: 0

**Instructor Information**

Lorraine Smith

Room 217 at CEC

720- 423-6648

303-550-7268 cell

[Lorraine\_Smith@dpsk12.org](mailto:Lorraine_Smith@dpsk12.org)

Office Hours: 7:15 am – 3:05 pm

|  |  |
| --- | --- |
| **Internships Start** | **Week of Sept 10** |
| **Final Portfolio** | **Friday, December 7** |  |
| **Sponsor Appreciation Breakfast** | **Friday December 7**  **Eliot Street Cafe** |  |

# Course Supplies

2-Three ring binders

Pens, Pencils, paper

Memory stick

Email account and Internet access

# Course Description

Seniors have the opportunity to work with a professional in their desired career. High School students spend a semester with a professional in business organizations, government agencies, educational institutions, medical profession, law offices and courts, community agencies, or other areas. Interns spend 5-15 hours a week at their internship site completing work assignments, attending meetings and developing special projects requested by the sponsor. Students make contributions to the organization while achieving personal, academic, and career growth.

**Executive Internship Standards**

1. Students will display attitudes necessary for achieving personal and academic success.
2. Students will demonstrate attitudes, skills, and strategies necessary for achieving workplace success.
3. Students will use teamwork skills to accomplish goals, solve problems, and manage conflict within groups.
4. Students will communicate effectively and comprehend oral and written communication.
5. Students will demonstrate job seeking skills and exhibit employability characteristics required for employability and job retention in the workplace.
6. Students will adapt to the requirements of specific business or industry employability and job retention in the workplace.
7. Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace.
8. Students will integrate multiple roles and responsibilities in school, family, work, and community settings.
9. Students will perform basic PC operations and file management using appropriate software.

**Time Sheets**

Once you start your internship, you will be required to keep a hard copy of your weekly time sheets. Use one time sheet per month and have your supervisor sign it on your last working day of EACH WEEK. Keep the time sheets safe in your binder. You will need to turn them in at the end of the semester or you will receive NO credit for the class.

Keep track of your hours to the nearest quarter hour. Do not put that you worked from 8am-10:23am. Go ahead and put 8am-10:30am on your time sheet. If you are absent, please write the reason for your absence and make sure your supervisor still signs for the week.

**Executive Internship Attendance Policy**

If a student is to be absent from his/her internship, he/she is responsible for calling both the Executive Internship Director and the internship supervisor. Good work ethics are developed through training, practice and habit. Regular attendance in any job is crucial.

Students will be attending several seminars. To strengthen our attendance position, the following procedures apply:

An excused absence is an absence with permission from the parent/guardian and the school. An excused absence is:

* Temporary illness or injury
* Physical, mental or emotional disability or condition
* School approved excursions or school business.

**Weekly Blogs**

Each week you will be responsible for **posting a weekly blog on your Internship web site.**  **(must be 250-300 words). The blog is located at** <http://dpslms.dpsk12.org/>

**Grades**

At the end of the course, each student is assigned a final grade as follows:

**Grading Scale: 100-93% A**

**92-90% A-**

**87-89% B+**

**83-86% B**

**82-80% B-**

**79-77% C+**

**76-73% C**

**72-70% C-**

**69-60% D**

**59-0% F**

Class Meetings/Seminars/Assignments/Blogs 40%

Sponsor Evaluation 30%

Final Portfolio 30%

**Schedule of Assignments**

|  |  |
| --- | --- |
| **Week** | **Activity/Assignment** |
| **Week One**  August 27 | 1. **Orientation** 2. **Paperwork** 3. **Resume** 4. **Article- “Starting at the Top: Executive High School Internships”** 5. **Cover Letters** 6. **Research Sponsoring Organization** 7. **Interviewing Skills** 8. **“The Handshake” article** 9. **Ten Commandments of Interviews** 10. **Ten Most Frequently Asked Interview Questions** |
| **Week Two**  Sept 3 | **Interviews set up.**   1. **Sponsor thank you note** 2. **Interview summary** 3. **Article ‘ “Best Internship Ever”** 4. **Top Ten Tips for Interns** |
| **Week Three**  Sept 10 | **First Week of internship.** |
| **Week Four**  Sept 17 | **Article – “Adding Value to your Workplace” Blogging starts.**   1. **What is a blog?** 2. **Tips on blogging**   **Blog Question #1** |
| **Week Five**  **Sept 24** | **Weekly Blog Question #2 – What was the best thing that happened this week? How did it make you feel?** |
| **Week Six**  Oct 1 | **Weekly Blog Question #3 – What things did you like least this week about your worksite?** |
| **Week Seven**  Oct 8 | **Weekly Blog Question #4– How have you changed or grown since you began your work at this site?**  **Career Questionnaire** |
| **Week Eight**  Oct 15 | **Weekly Blog Question #5- What skills have you learned since beginning to work at this site? How might it help you in the future?** |
| **Week Nine**  Oct 22 | **Weekly Blog Question #6 – If you were in charge of this work site, what changes would you make?**  **Article – “Stages of an Internship”** |
| **Week Ten**  Oct 29 | **Weekly Blog Question #7– What do you think is your main contribution to your work site?** |
| **Week Eleven**  Nov 5 | **Weekly Blog Question #8 How do people at work treat you? How does it make you feel?**  **Portfolio Instructions** |
| **Week Twelve**  Nov.12 | **Weekly Blog Question #9 – What are some of the advantages and disadvantages of working at this occupation?** |
| **Week Thirteen** Nov.19 | **Thanksgiving break! Enjoy.** |
| **Week Fourteen**  Nov. 26 | **Weekly Blog Question #10– What have you learned about yourself and the people you work with?** |
| **Week Fifteen**  Dec 3 | **Weekly Blog Question #11 – Has this experience been a rewarding one for you? Why or Why not?**  **Sponsor Appreciation Breakfast– Friday, December 7 at Eliot Street Cafe – 8 am**    **Portfolio Due Friday, Dec. 7** |